

APRIL 2015

Calendar of Events

All workshops are free and
open to the public.

Please sign up in advance.

Space is limited so call to
pre-register today!

802-254-4555

♦ Register with us at
www.vermontjoblink.com



CAREER
RESOURCE CENTER
232 MAIN STREET
BRATTLEBORO, VT
05301

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

WEEKLY WORKSHOPS

MONDAYS INTERVIEWING CAN BE FUN 10:30 am

Learn how to prepare and look your best, answer difficult questions and how to follow up after the interview is over.

MONDAYS RESUME WORKSHOP 2:00 pm

Find out how to best express your skills on a resume. If you have never written one, or have been writing them for years, all are welcome to attend. Afterwards, there will be an opportunity to work on your resume in our Resource Center with assistance from our staff.

FEATURED EVENTS

APRIL 1
2:00 pm-3:00pm WIA ORIENTATION - Springfield
Workforce Investment Act Program for Adults

APRIL 6
1:00 pm-3:00pm COMCAST
HIRING EVENT

APRIL 8
2:00 pm-3:00pm WIA ORIENTATION - Brattleboro
Workforce Investment Act Program for Adults

APRIL 14
11:00am-1:00pm C&S WHOLESALE GROCERS
HIRING EVENT

APRIL 15
2:00 pm-3:00pm WIA ORIENTATION - Springfield
Workforce Investment Act Program for Adults

APRIL 22
12:00pm-12:30pm VSAC INFORMATION SESSION
Learn about financial aid options to help with Con't Education

APRIL 22
2:00 pm-3:00pm WIA ORIENTATION - Brattleboro
Workforce Investment Act Program for Adults

APRIL 28
11:00am-1:00pm RELIABLE TEMPS
HIRING EVENT

APRIL 29
2:00pm-3:00pm WIA ORIENTATION - Springfield
Workforce Investment Act Program for Adults

What does the Career Resource Center Offer?

- ◇ Six computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information on continuing education

Are you an employer interested in holding a hiring event in our office?

Contact us at 802-254-4555 or
labor-vjl.brattleboro@state.vt.us

THIS MONTH'S FEATURE: RESUME TIPS

Having a well-written resume is the key to securing an interview

Remember these helpful tips:

- ◆ Highlight your accomplishments and lead those statements with action verbs.
- ◆ Organize your content and list most recent experience and education first.
- ◆ Tailor your resume to the job you are applying to.
- ◆ Include relevant information. Re-think jobs you have had that lasted under six months.
- ◆ Always appeal to the employer. Never refer to the personal advantages you would gain from the job.
- ◆ Lead with the important information. For example, list your job title or the business first. Dates are important, but they are not the focus.

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 WIA ORIENTATION SPRINGFIELD 2-3 pm	2	3
6 COMCAST HIRING EVENT 1-3pm INTERVIEWING CAN BE FUN 10:30 am RESUME WORKSHOP 2 pm	7	8 WIA ORIENTATION BRATTLEBORO 2-3 pm	9	10
13 INTERVIEWING CAN BE FUN 10:30 am RESUME WORKSHOP 2 pm	14 C&S WHOLESALE HIRING EVENT 11am-1pm	15 WIA ORIENTATION SPRINGFIELD 2-3 pm	16	17
20 INTERVIEWING CAN BE FUN 10:30 am RESUME WORKSHOP 2pm	21	22 VSAC INFO SESSION 12-12:30pm WIA ORIENTATION BRATTLEBORO 2-3 pm	23	24
27 INTERVIEWING CAN BE FUN 10:30 am RESUME WORKSHOP 2pm	28 RELIABLE TEMPS HIRING EVENT 11am-1pm	29 WIA ORIENTATION SPRINGFIELD 2-3 pm	30	

Events listed are subject to change. Please call ahead of time if you plan on attending an event.